

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

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LIBRARY PAGE

(Announcement Number R-49-16)

Starting Salary: \$7.97 per hour – no benefits

Schedule: Up to 18 hours a week – may include evenings and weekends

THE JOB:

Performs simple, routine clerical and light manual work in the operation of a library; duties include shelving library materials, keeping materials in order on shelves, shifting materials as assigned; performs directly related work as required.

MINIMUM

QUALIFICATIONS:

Fourteen years of age or older and 1-3 years experience in a library environment; or any equivalent combination of experience and training.

APPLICATION

PROCEDURE:

Candidates must complete a City of Manchester Employment Application available at the City of Manchester website www.manchesternh.gov/jobs or in person at the Human Resources Department, One City Hall Plaza, City Hall Annex. Submission of a resume is optional.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background check.

OPENING DATE:

October 31, 2016

CLOSING DATE: Wednesday, November 9, 2016

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****